

FREDERICK
Montessori & Arts School
COUNTRY DAY

Parent Handbook

Updated February 2023

Frederick Country Day Montessori and Arts School

FREDERICK

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COUNTRY DAY

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Welcome to Frederick Country Day Montessori School

Dear Parents,

Welcome to Frederick Country Day Montessori School (FCD). We are delighted to have you as part of our school community.

As parents of five, blessed to serve as foster parents, and owners of FCD, we understand the significance of whole child development. We believe children grow and learn best in an environment that is open, nurturing, loving, and structured. We create a warm and enriching environment where children learn through hands-on experience and multi-sensory exploration. Through our daily curriculum lessons and quality enrichment programs, we are confident that your child will develop to his or her fullest potential.

Our kind and nurturing staff will also make the transition from home to school and childcare much easier on children as well as parents. You will leave here each day with the utmost confidence that your child is receiving the best care possible.

This handbook was designed to provide you with information regarding the care your child will receive from FCD. We feel that it is essential for parents to know and understand the philosophy, mission and policies guiding our school. It is beneficial for you, the parent, to read over this handbook and be sure that you understand these policies.

We recognize the importance of finding a quality early childhood education experience for your child and understand that your child is your most precious gift. We are humbled that you have chosen us to care for and educate your child and honored to be part of their growth and development. We take this responsibility seriously and will work in partnership with you to give your child the best we each have to offer.

Our Vision: *At FCD, our vision is to partner with parents as the stepping stone for children to become confident, independent adults, discovering the uniqueness that allows them to dance joyfully into their limitless future. We will leave a compassionate legacy on our community.*

Sincerely - Tom and Cindi Webb

The Frederick Country Day Montessori School Difference

Welcome to Frederick Country Day Montessori School (FCD), an Early Childhood Education Program with the Montessori Validation approved by the Maryland State Department of Education. Our school offers one of the finest private Montessori programs in the area. Since 2012, our school has served the greater Frederick community, representing the highest quality, and reflecting Dr. Maria Montessori research-based, best practices in early childhood education.

At FCD, we value learning and education for all children. We promote a strong school-family partnership, individual self-worth, and compassion and respect for others. We welcome children from a broad geographical region and from all religious, ethnic, and language backgrounds. We work hard to create a community that is broadly inclusive and reflects the diversity of our multicultural society.

Our school proudly offers a positive, Montessori, child-centered program that helps to build the foundation for learning and prepare children for life. We nurture happy, healthy kids through our whole-child approach to education, ensuring that each student is healthy, safe, engaged, supported, and challenged each day. Our supportive, home-like environment is comforting and stimulating for young learners.

Young children learn through exploration and meaningful play, and we believe they learn more when they are active and having fun, so we provide a variety of hands-on experiences that engage the senses, expand creative thinking, and make each day exciting. Through active learning and meaningful play, we encourage curiosity, discovery, and problem solving which allows individual growth, and development of a positive self-image. We encourage our students to think independently and be proud of their ideas, work, and discoveries. Our strong academic curriculum provides multisensory learning and is balanced by the arts, nature discovery, instruction in Spanish, Sign Language, Practical Life, Language Arts, STEAM (Science, Technology, Engineering, Art, Math), and activities that enhance a child's health and wellness. We offer an abundance of carefully designed Montessori materials, close supervision, guidance, and support, to help each child discover their world and build a foundation for positive academic and life experiences.

Philosophy

Our philosophy at Frederick Country Day is that children learn best in an atmosphere of mutual respect between parent, teacher, and child. We provide educated teachers, well equipped classrooms, MSDE approved curriculums, varied hands-on age-appropriate developmental learning activities, positive reinforcement, and behavior guidelines to give children a sense of safety and comfort in their learning environment.

Mission

Frederick Country Day Montessori School provides the best possible educational preparation and childcare to our students; and the most responsive and personalized service possible to our parents.

At FCD, we strive:

- To provide exceptional quality care and education while fostering each child's intellectual, social, physical, and emotional development. We recognize that each child is unique and because of this, offer various teaching styles.
- To provide a dynamic learning environment where children are challenged, supported, and encouraged to become active, lifelong participants in the learning process. Each student is challenged academically and prepared for success.
- To make the transition from home to school a positive experience and give parents a sense of confidence and security in their choice of education for their child. We recognize that the parents are the child's first and most important teacher and we believe in a harmonious relationship between home life and school community. We will work in partnership with home, school and community.
- To employ professional teachers who genuinely love and care for the individual development of each child. Our teachers are dedicated professionals who work to become credentialed through MSDE. We will support their continued education, ongoing training and professional goals.

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- To create a community where parents are always welcome to drop in, volunteer or contribute their time and talents to our community and school events. We are committed to building a community that endorses partnership, trust, respect, communication, safety, diversity, responsibility, and support. Together, we will help each child reach his or her full potential.

General Information

Hours

FCD is open 12 months a year from 7:00 am to 5:30 pm.

Attendance

As a school, we ask that all children arrive by 9:00 am (except Infants who may arrive at any time). This allows your child to receive the full benefit of the educational program and take part in opening activities with the rest of their class. Late arrivals can be disruptive to the classroom and therefore should be arranged with your child's teacher in advance. Please notify the school by 9:00 am if your child will be absent.

Contacting the Office

If you need to reach a teacher or administrator, please call the school at 301-694-7000 or email Info@FrederickMontessori.com

Concerns Or Grievances

Grievance Procedure for Parents/ Guardians

Parents are encouraged to follow the Grievance Procedure to resolve any concerns they may have and should feel comfortable in doing so. Any issues will be dealt with confidentiality and should be resolved as quickly and as effectively as possible.

Procedure:

1. If a parent or guardian has a concern or grievance, he/she should immediately consult with the Lead Teacher in the classroom or the Director.
2. Complaints alleging that the safety, health or well-being of a child was or is being compromised require immediate notification to the Director.
3. The Director will schedule a meeting to interview the parent in person or by phone to discuss the concern.
4. If there is no satisfactory resolution obtained, parents should submit a written statement outlining the grievance and address it to the Director.
5. On receipt of this statement, the Director will interview the parent either in person or by phone to discuss the grievance within 7 days.

Confidentiality

FCD embraces cultural diversity and inclusion in our community. We welcome children with a variety of special health care needs, special needs, disabilities, or differences in our school. The Director and all staff are required to take a training course "Including All Children and the Americans with Disabilities Act (ADA)". When you visit our school classrooms, we expect you to keep all observations of other children confidential. Should you have any concerns, please speak with the Director. A Confidentiality Policy is included in your enrollment package and must be signed.

Video Camera

Your child may be recorded for our observation and evaluation of classrooms. The Director monitors each classroom daily. The owner of the school also has access to viewing the classrooms.

Our Teachers

At Frederick Country Day Montessori School our respectful, loving teachers are carefully selected for their educational background and experience in early childhood education. We employ qualified, educated, professionals who are committed to providing the best in early childhood education. Our Primary teachers are Montessori certified. Many of our teachers and assistants have various educational backgrounds, including degrees in Early Childhood Education, Elementary Education, Special Education, and various other bachelor or associate degrees. Our teachers are required to be credentialed through the state of Maryland.

All staff members meet the educational requirements for the Maryland State Department of Education. All teachers receive state and federal criminal background checks before employment. All staff members receive annual professional development training to maintain their MSDE Child Care Credential and to stay current on best practices in the field of Early Childhood Education.

At FCD our lesson plans are designed in accordance with the Montessori philosophy and in line with Maryland State Department of Education guidelines of a Validated Montessori school. We provide engaging hands on activities using carefully designed concrete Montessori materials to help each child discover their world and learn at their own pace. FCD is open 7:00 am to 5:30 pm. Therefore, due to the 10.5 hour work day, our teachers and assistants have staggered shifts. You may see one teacher or assistant in the morning at drop-off and another in the afternoon during pick-up time.

Babysitting Policy

While employed by FCD and for one year following the termination of their employment, teachers at FCD are prohibited from providing any nanny, daycare, babysitting, tutoring or other similar services to students or their families. This is a school policy that the teachers signed in their employment agreement. This information is also evident in the staff handbook and they are held legally accountable to it. It is therefore a policy of FCD and a condition of our contract with parents that families shall not solicit, hire or otherwise utilize the individual services of any of our staff or teachers while your child is enrolled at FCD and for one year after a teacher separates employment from FCD.

Curriculum and Developmentally Appropriate Practice

MSDE Approved Curriculum

The Maryland State Department of Education recommends that preschool programs utilize a research-based curriculum that aligns with the new, more demanding state-wide pre-kindergarten and kindergarten curricular frameworks. Frederick Country Day Montessori uses a state approved Montessori curriculum. We are committed to guiding each child's education by following developmentally appropriate practices in all areas of the curriculum. In developing lesson plans, teachers implement a curriculum that covers all areas of the developing child: social and emotional development, language development, intellectual development, and physical development.

Learning for Every Child

During the early years, children progress at their own pace and range cognitively, socially, and emotionally. Therefore, it is crucial to implement a curriculum that is flexible in its ability to meet the individual needs and abilities of all learners. We do this by using the Montessori philosophy and materials comprehensively. Teachers make observations and record findings continuously in order to assess the strengths and needs of each child. Class activities are designed to enhance these strengths and provide experiences and practice in areas needing reinforcement. The vast selection of materials at FCD show the immense range of skills and concepts that children can learn from through manipulation and hands-on learning of these materials. Our Montessori teacher/directresses are well equipped to address the range of developmental needs in our community, as well as different learning styles. Multi-sensory learning using the specially designed Montessori materials allow children to thrive regardless of their learning preference or stage of development.

Classrooms begin curriculum instruction at 9:00 am. Please have your child in class by this time so your child may receive the full benefit of the program and participate in valuable learning opportunities. Daily curriculum instruction includes art, music/movement, exploration, small and large group lessons, and hands-on learning activities that support language/vocabulary/literacy skills, math/reasoning skills, science and engineering skills, social/emotional skills, physical skills, and practical life skills. Through these experiences, children can start to make sense of the world around them and build on skills that will not only be crucial for them during the school years ahead, but throughout their lives.

Conferences, Portfolios and Assessments

Parent/Teacher Conferences are conducted twice a year for all students from infants to Kindergarten. Teachers will discuss the child's progress during the conferences. Parents can request a conference with the teacher and director at any time during the school year to discuss progress. Teachers will adjust their individual lesson planning to address areas of need for each child. When a child transitions to another classroom for any reason, the assessment will go with the child to the next classroom.

Transitioning to a New Classroom

Parents will be notified when we feel it is time to transition your child to a new classroom. Changes are not always made by birthday, but by physical, social, emotional, and cognitive developmental readiness. We will contact the parent to discuss transition and will provide an individual transition plan for your child. If you should have any questions about your child's placement, see the Director.

Admissions & Registration

Non-Discrimination Policy

FCD does not discriminate against any child or family based on race, color, religion, sex, sexual orientation, national origin, age, disability, or other status in any other group protected by federal, state, or local laws. If your child has a disability, please provide us with all pertinent information pertaining to the disability if you are requesting a reasonable accommodation. We accept Child Care Aware (CCA) payments and Child Care Scholarship.

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

Inclusion Policy

FCD embraces cultural diversity and inclusion in our community. We welcome children with a variety of special health care needs, special needs, disabilities, abilities, or differences in our school. We understand, value and appreciate the individual differences of each child and will work to meet the child's needs. We will do this by building partnerships and collaborating with parents, community resources, and private medical resources provided by the state or parents to provide equal opportunities and rights for each child. If a child has an IFSP or IEP, we will request that parents provide us with a copy and meet with the Director to discuss plans for learning for the child (optional) . We also request parents

include special needs and instructions such as allergy information or other medical information on the Emergency Form. We have Medication Administration trained staff available. The Director and teachers are required to take a training course "Including All Children and the Americans with Disabilities Act (ADA)". We have a list of community resources available for parents with information about behavioral development, cognitive development, speech and language support, and health services in our area. We ask parents to keep all observations of other children confidential. Teachers must adhere to our inclusion policy.

Admissions

Enrollment is open to any child; 8 weeks to Kindergarten age, provided space is available and our school can meet the child's needs. Children currently enrolled (full-time) have priority for the upcoming school year and summer camp season. The next priority is younger siblings of currently enrolled (full-time) children. FCD accepts applications throughout the year. Admissions is based on availability of space.

Enrollment & Orientation

If you have not already visited the school, please contact us to schedule a tour. Prior to enrollment, a classroom visit with the parent and child is requested to acquaint new families with the environment, teaching staff, and schedule for the child. Upon receipt of the completed application, enrollment agreement, and application fee/tuition deposit, placement will occur on a first-come, first-served basis. Another visit may be requested to discuss enrollment options, placement, and starting dates for your child. To reduce possible anxieties, we may employ a transition schedule to ease children from home to school and childcare. Once accepted, you may visit several times to help familiarize you and your child with the program, teachers, and other children before your first day.

Enrollment Forms

Before a child can attend, the following must be completed and on file in the school office:

- Enrollment Application
- Enrollment Agreement
- All About Me
- Parent Permission Form
- Parent Handbook Acknowledgment

- Confidentiality Policy
- Topical Product Authorization
- Field trip Permission Forms (as needed)
- Regular/Recurring Transportation Permission Forms (as needed)
- A Parent's Guide to Regulated Child Care (retain for reference)
- MSDE Healthy Inventory (no substitutes)
 - Immunization Form (evidencing **all required immunizations**; doctor's office immunization certificate is acceptable)
- MSDE Emergency Form
- Contract of Enrollment

Children with food allergies or medical conditions must also have on file:

- Medical instructions listed on the MSDE Emergency Form
- Allergy Action Plan
- Medication Administration Authorization (if medication or an Epi-Pen will be kept or administered at school)

Please note that allergies have to be diagnosed or verified by the pediatrician to be treated as such. Otherwise, you should indicate it as a preference or modification to dietary needs.

Student Records

Each child enrolled at FCD must have an updated school record with all state and school required forms. This file is confidential and will be shared with school staff members only as required to meet the needs of the child.

Emergency Forms must be updated annually or anytime there is a change to your emergency contact information. Immunization records are required. Infant and toddler parents must provide an updated record each time the child receives new immunizations. All other children need their immunization record to be updated annually.

Referrals

The greatest compliment we could receive is parents referring us to their friends. Tell your friends, family and neighbors about our school and earn a \$100 referral credit when they enroll in a full-time program. Referral credits will be applied to your family's tuition after 6 weeks of the referred family starting. The referred family must give us your name at the tour, not after enrollment.

Withdrawal

Students enroll for the school year as outlined in the enrollment contract. Parents are responsible for the entire year of tuition.

Mandatory Withdrawal

Families may be asked to leave FCD for the following reasons:

1. Non-payment of tuition or other fees.
2. Non-compliance with policies of this handbook.
3. Inappropriate or unsafe behavior by child or parent toward staff or other children.

Child Custody Issues

We, our staff and teachers, understand that such disputes are difficult for all involved, especially children, and we will do everything we can to support children who are experiencing separation, divorce, remarriage, or a dispute over custody. **The school will not, however, become involved in custody disputes, nor will we allow any parent to use this school as a custodial battleground.** We cannot prevent any parent or legal guardian from accessing or picking up their child absent a court order to the contrary. We will not interpret court orders, nor will we attempt to decipher or assist in enforcing schedules. If there is a court order that restricts any parent or legal guardian from accessing your child at the center, it is incumbent upon you to provide a certified copy of such order to the school along with a written request that specifies exactly what actions you request the School to take. A certified copy of a court order may be obtained through your attorney, or directly from the Clerk of the Court. The school will then consult with our legal counsel for guidance on the specific situation. We will notify you of our position and whether or not we will be able to comply with your request. If we are unable to comply with your request, and you elect to register, or continue registration, of your child(ren), you will be asked to sign a disclosure and waiver indicating that you have been advised of the School's position on the matter and that you have elected to proceed or continue with registration after having been so notified and that you waive any claims you might have. We will also reserve the right to notify the parent or legal guardian affected by your request in order to afford them an opportunity to respond. We take this course of action to identify potential issues in advance so as to be able to move forward on the basis of a mutual understanding between all parties. If at any time the school feels that continuing the registration of your child(ren) under the circumstances would be not in the best interests of the school, our other students, or your child(ren), or if the school at any time becomes the subject of any legal action by you or

another parent or legal guardian of your child(ren), the school reserves the right to terminate your child(ren)'s registration immediately.

Home & School Partnership

Parents are their child's first and most important teacher. Your involvement is key to your child's educational success.

Parent Communication

We provide several ways to keep you informed of your child's progress and school activities. It is important that you provide your current email and cell phone number so you don't miss important information.

- **Procare Daily Reports & School Notes-** Procare is a parent communication system that delivers daily reports, pictures, and notes to your email. Daily reports keep you informed of the activities and learning experiences that your child participates in. Right from your phone, you can play a video, share a photo, or reply to the Director. You may enter notes for the teacher in Procare before drop off in the morning.
- **Newsletters-** School and classroom newsletters are sent through email to keep you up to date on school happenings.
- **Parent-Teacher Conferences-** Parent-Teacher conferences are offered each year. Parents are welcome to request a conference at any time to discuss your child's progress in detail.
- **Parent-Teacher Meetings-** Feel free to request a time to meet with your child(rens) teacher. Please remember that drop-off and pick-up times are not appropriate times for conversations as it takes time away from supervision of the children. Schedule a time for uninterrupted conversation.
- **Contacting the Office-** The office staff is easily accessible by email or phone to answer questions, schedule conferences, or discuss questions or concerns. If you need to reach a teacher or administrator, please call the school at 301-694-7000 or email info@FrederickMontessori.com

Community Outreach

FCD participates in several community outreach efforts per year. Examples of community outreach include Blessings in a Backpack, Canned food drives, Toys for Tots Holiday Drive, Acts of Kindness Project, Peanut Butter and Jelly Donation and Gentle Used Books for Bester Community of Hope in Hagerstown, Caroling at Heartfields Assisted Living, and Shoes for El Salvador among others. All community outreach projects and events are listed in the school annual calendar that is distributed to the families at the beginning of the year or upon enrollment. Monthly event calendars are also emailed through Procare.

Open Door Policy

Our Open-Door policy means that parents are welcome to stop in at any time to observe or check in on their child. Parents (and other loved ones) are welcome to visit with their child's class if it is scheduled in advance with the Director. This policy will be modified during a pandemic or other circumstances that may require a change.

When visiting with your child's class, parents are asked not to discuss any child's performance or behavior and are asked to save questions and concerns regarding their own child for a scheduled parent-teacher conference. Please notify a staff member if you have an immediate concern or see that a child needs attention. It is our policy that parents may not get involved in handling behavior issues, attending to a child's injuries, providing bathroom assistance, feeding assistance, or holding children other than their own.

Parent Involvement

One of FCD's greatest strengths is the degree to which parents are involved in the school. There are numerous opportunities for parents to become involved in our school community. If you are interested in volunteering, please contact your child's teacher or administrative staff.

Volunteers and Visitors

You are always welcome to visit or volunteer in the classroom. What can you do to help?

- Schedule a day to come in and read one of your child's favorite stories to the class
- Share a skill or talent with the children
- Show and tell about your career
- Organize a holiday party
- Donate needed items to the school
- Volunteer to lead or help at Teacher Appreciation Week
- Volunteer at a holiday party
- Play an instrument for the class
- Organize or participate in Teacher Appreciation Week
- Assist on school picture day
- Organize a cultural event

Fundraising & Donations

Fundraising helps to meet the budget needs of our school while keeping tuition costs as low as possible. Fundraisers enable the school to renovate classroom space, improve the play area and landscaping, and purchase materials, equipment, and furnishings.

The school community is encouraged to support fundraisers throughout the year, however, participation is always voluntary. In many cases, parents can help by contributing donations, in-kind services, or their special talents. All help, large and small, is appreciated.

Did you buy extra school/office/craft supplies that you would like to pass along? Or do you have books and toys your child has outgrown? Do you have old kitchen items that may benefit our classroom Practical Life areas? Please ask your child's teacher or our administrative staff if the items you would like to donate would be useful to our school. Please note that we are not accepting battery operated toys or items/books with tv/movie characters.

School Days

Parking Lot and Safe Driving

Please park only in designated parking spaces. Handicapped and loading spaces are reserved for vehicles with handicapped tags. It is against the law for you to park your vehicles in these spaces without the necessary tags placed in your vehicles. Drive slowly and carefully in the parking lot; small children are difficult to see. Watch for county school buses. You must STOP for all school buses. Driving past a stopped bus is against the law and results in citation and hefty fines. County school buses are now equipped with cameras.

Parent Supervision

For your child's safety and the safety of others, children are required to be supervised and accompanied by an adult. Keep your children close to you in the parking lot. **Do not allow them to run ahead of you in the parking lot, hallway or to enter/exit the building, playground, or classroom without you.** Your children may not open the door to exit into the lobby or to the front parking lot. Do not give children the door code. Please teach them this important safety rule. Parents and teachers only may open the exit doors.

Arrival Procedures

Children should be present, settled, and ready for the academic program to begin at 9:00 am. Children may not be dropped off between 11:30 am-3:15 pm without prior approval from the Director as it is disruptive to lunch and rest time schedules.

Each morning when you drop your child off, you will need to sign him/her into the computer system in the front entry. On your first day of enrollment, you will be given instructions for setting your PIN and signing your child in and out. You will also be given the security door passcode. Procedures will be modified during a pandemic.

Always walk your child to their designated area (classroom or playground) and **do not leave until the supervising staff member has greeted your child and acknowledged his/her arrival.** Parent involvement and consistent drop off routines will help your child settle into the morning routine. Our staff will do everything they can to assist in a smooth transition.

Departure Procedures

When picking up children at the end of the day, parents must sign their child out using their PIN or sign out on the Procure App. Always alert the supervising staff

member that you are picking up your child and never assume that they have seen you enter the area. Feel free to look at the beautiful artwork displayed in the hall. Pick up your child at the classroom door and wait for your child to retrieve their work from the mailbox located by the door. Keep your child by your side when exiting the classroom, playground, and building.

Child Pick-up Authorization

If someone else is dropping off or picking up your child, please make them aware of these procedures, but do NOT give them the security door code. All visitors must check in with the office so an administrator can confirm that they are authorized to pick up your child before allowing them entry to the school.

Upon enrollment, you will fill out an Emergency Form. On this form, you will find lines to add additional contacts. It is very important that you put on this form any person who may be permitted to pick your child up. If a person is not recognized they will be asked for identification and will only be permitted to pick up your child if they are listed on your emergency contact list. Parents may update this list at any time. Phone calls will not be accepted to give permission for a person to pick up a child. Once again, please do NOT give out the security code for the door, as we want to check identification for all people entering the building.

Daily Schedule & Activities

Teachers work cooperatively to create a daily schedule and plan activities that meet the developmental abilities and needs of each child. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; and times for free-choice and teacher-directed activities. Lessons are developed around the emerging skills of the children in the classroom. Daily reports are provided through Procure and emailed to parents every evening. These reports include daily activities and photos of your child. Children thrive on consistency, so class schedules and routines are followed as closely as possible each day. Class schedules are posted outside the classroom.

Outdoor Play

Outdoor play is scheduled for each morning and afternoon and is an essential part of our program. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when

children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with, which is important for their social development.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our teachers refer to the Child Care Weather Watch poster to determine if it is too hot or cold to play outdoors. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions. Rainy mornings often turn into puddle jumping afternoons and all kids love to play in the snow, so please make sure your child is dressed appropriately and has boots or extra shoes.

We are unable to keep a child inside while the rest of the children are outdoors. If your child is not well enough to play outside, they are not well enough to attend school.

Rest Time

Our full-day students have a long, active day. Rest Time is designated from 12:45-2:45 pm for Primary preschool classes, and 12:45-2:45 pm for Toddler and Twos classes. Children may not be dropped off between 11:30 am-3:15 pm as it causes disruption to the other children who are eating lunch, preparing for rest, or already sleeping. Arrivals during this time must be approved in advance by the Director.

Scheduling a specific time to rest is a Maryland State Department of Education, Office of Child Care regulation. Children are encouraged to sleep but will not be forced to. If unable to sleep, children are encouraged to lie quietly and rest for 30-60 minutes. If unable to rest, children should be provided alternative quiet activities on their cots or at the table.

Children in Toddler and Primary Preschool classes need a crib or cot sheet and small blanket sent to school each Monday labeled with your child's name, in a labeled plastic bag. We will send the sheet and blanket home each Friday to be washed.

Infants nap according to their individual schedules and needs. We will provide a clean sheet for your child. These items are washed once a week or as needed. Drop-off and pick up times are not restricted for infants. Please send a sleep sack with sleeves to keep your child warm on cooler days. Blankets are not allowed per licensing regulations.

Meals & Snacks

We provide snacks twice daily (morning and afternoon). Menus are emailed to parents and posted outside each classroom.

We only serve unsweetened beverages. Fresh drinking water is provided throughout the day. Lowfat 1% milk is served with lunch for children 2 years and older. For children 12-24 months, we provide whole milk.

We do have children with various food allergies, we request that you send peanut free and tree nut free food items to school.

What to Bring

Classroom Guides are provided for each class and include a list of what to bring. If you did not receive a Classroom Guide for your child's current class, please request one from the office.

Toys and Items from Home

We ask that you do not send toys from home unless your teacher has specified a particular request for show and tell or sharing. Toys brought from home have a tendency to cause problems and disruption in the classroom. FCD and teachers are not responsible for breakage or loss of toys and items sent from home. At no time may a child bring toy guns or toy weapons into the school.

Birthdays

Please coordinate with your child's teacher to schedule a day to celebrate in the classroom. At Frederick Montessori, we celebrate your child's birthday by way of a Birthday Walk Around the Sun. Your child's teacher will provide the information sheet for this birthday walk which specifies items that may be needed for you to bring. This may include families sending in pictures of the child from birth to current age. You may also send your child's favorite book to be read to the class. We are unable to serve cake or other food items. In lieu of food items, you may send stationery items as goody bags. Parents are welcome to join the children at that time. Birthday party invitations may be distributed to classmates only if the entire class is invited.

Clothing and Shoes

Children are expected to wear comfortable play clothes that are weather appropriate. Clothing should be loose-fitting and allow your child to explore, run,

jump, play outside and enjoy messy art and sensory projects. We will not be responsible for replacing stained, lost, or soiled clothing.

Seasonal Clothing: Outdoor play is scheduled every day as an essential part of our curriculum. Please check the weather forecast and have your child dressed appropriately.

Rainy Weather: Because regular outdoor play is important to the child's healthy development, we allow outdoor play in light rain, at the Director's discretion, if it is not thundering and lightning. Please bring a rain jacket and rain boots labeled with your child's name.

Spring and Fall Weather: Chilly mornings often become warm afternoons. Please dress children in layers, bring a jacket, hat, and mittens, and keep cubbies stocked with long and short sleeve options.

Winter Weather: Children are expected to have a warm jacket, hat, gloves/mittens, neck warmer/scarf, and warm shoes or snow boots. Children play outside every day when the temperature is within the approved guidelines of the "Child Care Weather Watch" provided by the Maryland State Department of Education, Office of Child Care. This includes when there is snow. **Please label all jackets and winter accessories with your child's name.**

Summer Weather: Children should dress for fun in the sun. Parents are expected to apply sunscreen to children before arriving at school. Sun hats are also important for protection from the sun. For water days, children need swimwear, towel, and closed toe water play shoes/sandals. Crocs are perfect for water play. **Please label everything with your child's name.**

Extra Clothes: Each child will have a hook and a mailbox labeled with their name. Children must have 2 full sets of extra clothing including socks and undergarments. Children should have 1 extra pair of shoes (or boots) to keep at school. Extra clothes must be replenished as needed and changed as children grow and seasons change.

Please clearly label all articles of clothing with your child's name. Please ask your child's teacher if you have any questions about weather-appropriate clothing. If a child does not have weather-appropriate clothing and/or shoes to wear, parents may be notified and asked to bring necessary items in.

Shoes: Children are expected to wear comfortable, supportive, closed toe shoes for outdoor play. Please choose shoes that are easy to get on and off and preferably have Velcro fastening. Open toe sandals and flip-flops may not be worn at school. Please bring indoor shoes that are sturdy and well designed for growing feet. Cartoon character and lighted shoes are disruptive to children's learning time as they become distractions for other children. Please abide by this policy as we ensure that children can focus better during work time.

Infants and Toddlers: Outdoor shoes are not allowed in classrooms for children under 2 years. Children should wear soft-soled indoor shoes. Shoe cubbies or shoe baskets are located in each classroom. Upon arrival, have your child take off their outdoor shoes and place them in the designated area. When the children go outside to play, they will change into their outside shoes. For this reason, we ask that parents please provide shoes that are easy to get on and off and preferably have Velcro fastening. Parents and teachers must remove or cover their own shoes when entering these classrooms.

Two Year Olds: Outdoor shoes will be removed once in the classroom and placed in the shoe cubby. Taking off and putting shoes on is part of the developmental learning process for this age group.

Happy, Healthy Kids

Nutrition Policy and Physical Fitness

FCD participates in "Let's Move" an initiative across the nation in the fight to prevent childhood obesity! While the predisposition to obesity may begin before birth, the roots of obesity are often established between the ages of two and five years. It is important to support healthy eating habits by providing nutritious snacks and meals to children attending FCD. By working towards the following five goals we are helping to build an entire generation of healthy kids.

1. **Physical Activity:** We provide 1-2 hours of physical activity throughout the day, including inside and outside play when possible.
 - Our large outdoor playground is used two to four times a day depending on how long a child is enrolled each day.
 - Our classroom is available for physical fitness and children will participate in activities such as dance, yoga, and tumbling.
2. **Screen Time:** There is limited screen time for children at FCD. Ipads and school laptops may be used to show pictures of items not readily sourced.
3. **Food:** We ask that parents provide a healthy lunch including fruits, vegetables, protein and grains. We continually monitor meals provided from home to ensure that children are receiving nutritious meals and will supplement them if necessary. The school will provide milk or water with lunch. Sugary drinks or snacks sent from home will not be served at school. We provide and encourage individual morning and afternoon snacks which are provided by the school.
4. **Beverages:** We provide access to water throughout the day and do not serve sugar-sweetened drinks. For children aged 2 and older, we serve low-fat (1%) milk. Children under 2 receive whole milk. We do not serve juice with snacks or meals.
5. **Infant Feeding:** For mothers who want to continue breastfeeding, we provide their milk to their infants and welcome them to breastfeed during the childcare day. We support breastfeeding mothers.

Child Illness Policy

To reduce the cases of illness within the school and ensure the safety of all

students and staff, parents must keep children home if they are sick or showing symptoms of becoming sick. Children should only attend when they are well enough to participate in the entire program, including outdoor play.

At FCD, we understand that it is difficult for a parent to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up from school. Mild illnesses are common among children and infections often spread before the onset of any symptoms, however, exclusion from school is sometimes necessary to prevent the transmission of illness or because our staff is not able to adequately meet the needs of the child.

Exclusion from School

Children may not attend if exhibiting the following symptoms, and may not return until all symptoms have been gone for at least 24 hours: (pandemic policy differs)

- Fever 100.4 or above, until 24 hours after the temperature has normalized.
- Diarrhea, until 24 hours after the diarrhea stops if no other symptoms occurred.
- Vomiting, until 24 hours after the vomiting stops if no other symptoms occurred.
- Conjunctivitis (Pink Eye), until 24 hours after beginning treatment.
- Strep Throat, until 48 hours after beginning treatment.
- Impetigo, until 24 hours after beginning treatment.
- Head lice, until after treatment and all nits removed.
- Undiagnosed rashes, except for minor diaper rash or poison ivy.
- Severe cold symptoms such as discharge from the eye or yellow/green nasal discharge.
- Any infectious disease or contagious condition.

If a child develops any of the above symptoms while at school, the child's parent will be notified. Parents are expected to pick up their child within one hour of being notified, or to arrange for an alternative person listed on the Emergency Form to pick up the child. At times, it may be in the best interest of the child (or other children) to wait in the office.

Requirements for Returning to School

- Your child has been symptom-free for at least 24 hours without the aid of fever-reducing medications such as Tylenol or Motrin and is symptom free.
- If necessary, your child has been treated with an antibiotic for a full 24 hours.
- Your child can participate comfortably in program activities, including outdoor play.
- In some cases, a doctor's note may be required for re-admittance. If your child has been diagnosed with a contagious illness, a doctor's note is required stating he/she is no longer contagious and may return to school.
- When considered necessary, the school may require additional medical information, examination, and/or medical tests prior to considering the child's continued participation in the program.
- The school may require a longer waiting period for return than the doctor requires.

Notification of Illness

Please call or email the school if your child will be absent or has been absent for any of the reasons above, or any other reason deemed necessary by the child's doctor. It is important that other families be notified of their own child's potential exposure to a communicable disease, and to help staff to observe the other children for symptoms. Your family information will remain confidential.

Well Child Medical Visits with Immunizations

If your child receives at least one injection on a well child visit, your child may not return to the school on the same day. This is to prevent reactions from the injections while your child is at school. Children often do not feel well after immunizations. We advise that you schedule your well child visit in the afternoon so your child may attend school in the morning.

Allergies and Medical Conditions

Parents must inform us of all allergies or medical conditions in writing on the Emergency Form. Additionally, an Allergy Action Plan and/or Medication Administration Authorization Form is required for all children with allergies or conditions that may require medication or medical treatment while at school.

Effort will be made to accommodate all children to the best of our ability. If a child has an allergy in a classroom, there may be some food limitations imposed on all students to protect the safety of the child with allergies. All directions for

special care or needs for your child must be put in writing so they are available to all staff tending to your child each day.

Medication Policy

If a child needs to have medication administered while attending FCD, a medical form must be filled out by the parent and signed by a licensed health practitioner prior to administration. A separate form must be filled out for each medication.

All prescription medications must be in the original container with the pharmacy label indicating the child's name, date, and dosage amount. The parent must give two doses at home to make sure there are no reactions to the medication before it can be administered at FCD. Over the counter medications such as Tylenol must be in the original container labeled with the child's name and date. Only one dosage of over the counter medication can be administered PER ILLNESS. A licensed health practitioner must approve the medication and dosage, and a medication form must be completed and signed by the doctor. All medications must be kept out of the children's reach and should NEVER be left in a child's cubby or bag. All medications must be given directly to the Director or the classroom teacher. All medications must be kept in a locked box except Epi Pens which must be easily accessible. Medication Administration trained staff will administer the medication to the child.

Accident and Injury Reports

As any parent knows, children do have accidents. While we do the best that we possibly can to reduce the risk of accidents, we know that sometimes they do occur. Our First Aid and CPR trained staff will give each child the proper treatment for their injuries. We also have staff trained in Medication Administration. If your child is involved in an accident while they are here, the staff member caring for your child will fill out an Incident/Accident Report. This report will include the details of the accident and what was done for the child. In some cases, parents will be notified by phone if their child has had an accident, however, in most minor cases parents will be notified upon pick up. Parents will be asked to sign the form and will be given a copy.

Emergency Illness or Injury Procedure

If a child becomes injured or ill at school, and the situation appears to be limb-threatening or life-threatening, or requires professional medical attention, the school will call 911 immediately. Following a call to 911, the parents will be called. If parents are unavailable, the school will call the emergency contacts

listed on the Emergency Form. If a parent is not present when the ambulance arrives, a staff member will travel with the child in the ambulance or will follow in a separate vehicle.

Parents must provide the school with any changes to the emergency contact information, and/or any information regarding the child's health condition.

Child Abuse

The employees at FCD are required by law to report all suspected incidents of child abuse or neglect to the proper authorities. It is important to tell the teachers the circumstances behind any unusual bruises or injuries your child has received when you drop off your child.

No Smoking

FCD is a smoke free facility. There will be no smoking in the school or on the school grounds. For the health and safety of our children, please refrain from smoking while on school property.

Hygiene and Cleanliness

We make every effort to prevent the spread of germs. Teachers and students wash hands before and after meals, after returning from outdoor play, after using the restroom, and after sneezing or wiping noses. Teachers sanitize and wipe learning materials and toys daily. The tables are sanitized before and after each meal. We employ a professional cleaning service and teachers also clean. The floors are mopped at the end of each day. Sinks, toilets, door knobs etc. are all cleaned daily.

Screen Time Policy

Early childhood experts agree that it is imperative to monitor young children's exposure to screen time. In addition to concern over childhood obesity, there are studies that support that too much exposure to passive media may affect children's development.

Our preschool children do not have access to computer learning, TV or media in the classroom.

We believe in hands-on, active learning to stimulate brain development. The use of passive media is extremely limited. A child's brain is developing very rapidly in the first few years of life, so we believe in hands-on, active play and explorations as well as positive interactions with people.

Absolutely no screen time is allowed for children under two years old.

Emergency Procedures/Drills

Fire and emergency evacuation drills are performed regularly to acquaint the children with the evacuation procedures and to allow staff to practice and prepare for emergency situations should they occur. All students including infants will participate in these evacuation drills.

National Accreditation Council and Commission

Accreditation (NECPA)

The NECPA National Accreditation Council and Commission have determined that Frederick Country Day Montessori School program upholds all NECPA standards and therefore receives the full Accreditation designation. Our program now joins a select group of early childhood care and education programs nationwide and internationally which have shown an exceptional commitment to professional and programmatic quality through Accreditation. Frederick Country Day Montessori School program is commended for achieving full Accreditation. This achievement highlights the dedication of our program to high quality early childhood care and education.

Peace Education

Behavior Management & Positive Discipline Policy

Learning self-control, self-help skills, how to get along with others, and school procedures occurs when parents and teachers of young children are continuously involved in setting limits, modeling positive behaviors, and encouraging desired behaviors. Creating a positive climate promotes self-discipline. We encourage self-discipline by: providing choices; using redirection; having clear rules and expectations; using reflection; using problem solving; and developing classroom rules with input from older toddlers and preschoolers. The first way our teachers manage behavior is to establish routines that provide structure and predictability for students. When these are in place, behavior issues are often reduced.

We follow these positive guidelines:

- **Maintaining positive relationships with our students.** Children are more likely to cooperate when they feel loved and accepted for who they are.
- **Adapting** the environment, routine, and activities to the needs of the enrolled children.
- **Modeling and teaching social skills**, such as kindness, respect for others, turn-taking, cooperation, waiting, and conflict resolution.
- **Modeling and teaching emotional skills**, such as recognizing feelings, expressing them appropriately, accepting others' feelings, and controlling impulses to act out on feelings.
- **Using positive, responsive language**, by stating rules in positive terms by telling children what to do instead of what not to do. We avoid statements such as "stop," "don't" and "no". For example, we say "Please walk" rather than "don't run." "We keep our feet on the floor" rather than "stop climbing on the table." Responsive language gives reasons and explanations to children "climbing on the table/running in the hallway is not safe."
- **Reinforce Positive Behavior.** Children learn best when they experience success in a positive way – it is better to acknowledge and encourage the behavior that is acceptable than to focus on the negative. We praise and endorse desirable behavior such as kindness and willingness to share. We use effective praise and specific positive feedback "I like the way you are taking turns" or "thank you for raising your hand." We use social reinforcers (smiles, encouragement, pat on the back, thumbs up).
- **Setting Limits.** We involve children in defining simple, clear classroom limits. Children should be involved in regular discussions about 'the rules' and help to understand why we need them. Staff and parents need to be

explicit about expectations for behavior in various situations and about the consequences of behavior.

- **Offering Choices.** Offering choices gives children some control over their own behavior, shows respect for them as individuals, and encourages independence. When children are given options to choose from, they are more likely to cooperate and meet classroom expectations. "It's time to clean up. Which will you put away, the dishes or the towels?"

When inappropriate behaviors do occur, the staff will use the following techniques to support classroom limits and maintain safety:

- **Ignoring.** This works best with annoying behaviors that are not harmful or disruptive (example: whining, wandering from circle time, etc.) Effective ignoring involves not talking to or looking at the child or using any body language that indicates attention.
- **Redirecting.** This approach involves helping the child find an alternative activity that is similar to what he was doing. "*I can't let you throw the blocks, but you may throw the balls into this basket*" or "*blocks are for building. You can make a house or a road for the trucks.*" When necessary, we may remove the child from the problem area and redirect to another activity.
- **Cooling off.** A cooling off period can sometimes help hurtful behavior or an angry outburst. A cooling off period is not used as a punishment. The child can be sent to a calming place to rest, read, or do something pleasant until he gains control of himself and changes his behavior. A cooling off period is also a good way for adults to calm down before taking action and to demonstrate an acceptable way of handling anger. Children often choose to sit at the Peace Table or use the Peace Rose to resolve an issue with a friend.
- **Allowing consequences.** A favorite jacket left outdoors is rained on and can't be worn to school, or riding a tricycle into the street means having to go indoors

for a while. We help children learn to be responsible when we allow them to experience the consequences of their choices.

- **Parent teacher collaborating.** In the unlikely event that inappropriate behavior continues, teachers will have a discussion with the parents about the behavior and a written report will be sent home. If further action is required, the Director will observe the environment and the behavior, and set up a meeting with parents and staff to develop a specific program agreeable to all parties to implement on a daily basis.

Behavioral Concerns

If a teacher is concerned about a child's behavior, they may write a Behavior Report to inform the parents, or they may bring the child to the office so an administrator can talk to the child, and if necessary, notify the parents. If a child is frequently behaving inappropriately, it is important to assess the infraction, the environment, and what can be done to support the child and help him/her to be successful. If a child displays a pattern of behavior which is injuring himself, other classmates, staff, or the environment; we may find it necessary to disenroll the child.

Property Damage

Unfortunately, sometimes a child may damage learning materials in the classroom. It is understandable for this to happen accidentally on occasion. However, when a child purposefully damages learning materials or classroom equipment, the parent will be required to pay for the damaged material to be replaced in the classroom. This includes flushing materials in the toilet and associated plumbing issues. Please help us teach children to treat materials carefully and respectfully so all of our children will have the opportunity to use and benefit from the learning materials.

Infants, Toddlers, Twos

Infant/Toddler Procedures

1. Parents are responsible for diapers, wipes, and diaper rash cream. Staff will inform you when these items need to be replaced by noting this on your Infant/Toddler Daily Report.
2. Bottles must be premade by the parents and labeled with your child's name and date. Bottles will be stored in the infant room refrigerator and will be heated in a crock-pot of hot water. Breast milk for an individual child will be warmed individually in the crock pot or bottle warmer.
3. Parents are responsible for providing baby food. Food items must be labeled with the child's name and the date.
4. All bottles not consumed must be taken home at the end of each day.
5. Parents will fill out Procure each morning to let the teachers know information pertaining to their infant such as time of last feeding etc.
6. Parents will receive a report at the end of each day to let them know about their child's day. This report will tell you about feedings, diaper changes, naps and any other information that will help you to understand your child's day here.
7. Please be sure to have several sets of extra clothes available. Infants and toddlers are notorious for needing to be changed throughout the day.
8. Please be sure to label EVERYTHING that you bring into the center.
9. Infant teachers may take children for walks in the infant stroller throughout the neighborhood. Parents will be asked to sign a walking permission slip for their child to attend these outings.
10. During the summer, please apply sunscreen to your child each morning and provide sunscreen to be left at the center.
11. Dress your child in clothing that makes it easy for our teachers to change diapers. Remember, they are caring for several infants and toddlers.

Learning to use the Toilet

Our staff will assist you in teaching your child to use the toilet. We have small toilets in the toddlers and two-year-old classrooms. Dress your child in elastic waist pants to make it easy for your child to get undressed to use the toilet, send extra clothes including socks, wipes, and pull-ups. Instruct them to use the proper care and hygiene procedures for correctly wiping themselves and washing their hands. Label everything with your child's name.

The sensitive period for toilet learning tends to be from 18 months to 2 ½ years of age. Pull-ups tend to prolong the potty-training period because the child does not feel the consequences of wetness and bowel movement. Please consider this as you begin the toilet learning process. We will work along with you.

Biting

It is always upsetting to us when a child gets bitten and we acknowledge that this is very upsetting to parents as well. However, we do recognize that this behavior is not unexpected with toddlers in a group situation. Biting for toddlers occurs for a variety of reasons and is most often not the result of a behavior problem.

When biting occurs, we respond by:

- Caring for the child who was bitten – comforting the child, cleaning and icing the wound.
- Helping the child who bit find an alternative behavior.

All biting incidents are documented on an Incident Form. The parents of both children involved are notified but the parties are kept anonymous. If a child's skin is broken by the bite, the parent is notified immediately, and we recommend that the parent contact the child's physician.

Payment Policies

Tuition and Accounts

Upon registration, you will sign an Enrollment Application & Enrollment Agreement stating the weekly attendance and tuition for your child. Full tuition will be charged for your child regardless of whether your child attends those days or not. We do not provide a credit or make-up day for illness, quarantines, closings due to pandemic or health department recommendations, scheduled closings, or weather-related delays or closings. Parents will be given a minimum of 30 days' notice of annual tuition increases.

Tuition is billed bi-weekly and is to be paid two weeks in advance. Payments may be made in the form of a check or money order that can be placed in the tuition slot outside the office. Please write your child's name in the memo line. Other payment methods include bill pay, ACH or by credit card using the Procure portal.

You are welcome to pay for multiple weeks in advance if you wish to.

Late Payment Fee

If tuition is not paid in full by Monday, a late fee of \$45 will be added to your account for each week your account is behind. Should you fall behind on tuition, we may not provide preschool or childcare services for your child until the balance is paid. If we are forced to go to collections, you will be responsible for your balance plus all collections and legal fees we may accrue.

Payment Return Fee

If a check is declined or returned to us for non-sufficient funds, a fee of \$45 will be charged. In addition, you may then be required to use money orders, cashier's check, or cash for tuition payments.

Late Pick Up (after 5:30 pm)

Our licensing specialist regulates our hours of operation; therefore, it is required that children be picked up by 5:30 pm each day. Late pick-ups are disruptive for your child and for our closing staff who are anxious to return home to their own families. We realize that traffic and other circumstances may delay you on occasion. If you know that you will be unable to pick up your child by 5:30 pm, we ask that you contact someone on your emergency contact list to do so. Please call and notify the school that you will be late so we can notify our closing staff and your child. A late fee of \$5 will be added to your tuition **for**

each minute that your child is not picked up after closing. If your child is not picked up from the center within 1 hour of closing, FCD may contact the proper authorities.

Purchase of Care Vouchers (POC) – Social Services

Child Care Scholarship (formerly Purchase of Care Vouchers) are accepted. Parents are responsible for keeping vouchers current. If you do not renew your vouchers in a timely manner, you will be responsible for all tuition that is not covered. If the account is not kept current, Social Services will be notified and the scholarship will be discontinued.

Initial Enrollment Fees

A non-refundable application fee is due upon signing the Enrollment Application. A non-refundable two-week tuition deposit is also required at the time of enrollment. The deposit will be applied toward your child's final weeks of enrollment, provided adequate notice is given.

Annual School Year Registration Fee

FCD school year program runs September through the end of June. Annual School Year Registration is \$150 per child and due by June 1 to hold your child's spot for the following school year.

Summer Activity Fee

FCD's Summer Camp program operates July through August. The Summer Activity Fees varies for each age group Toddler-School Age, and ranges from \$120-\$250. The Summer Activity Fee is due by April 1 to hold your child's spot for the summer camp program. This fee covers the cost of summer activities such as water play days, field trips, and special events or presentations such as magicians, cooking projects, moon bounce, petting zoo, etc.

Full-time Sibling Discount

A 5% discount will be given to older siblings who attend full-time. The youngest child's tuition will not be discounted.

Holidays and School Closings

Full tuition is due for holidays and scheduled or unscheduled school closing.

Holidays and Scheduled Closings

Frederick Country Day Montessori will be closed on the following days:

- New Years Day
- Martin Luther King Jr's Day - closed for Staff Professional Development
- President's Day - closed for Staff Professional Development
- Spring Break (Friday before and Monday after Easter)
- Memorial Day
- Independence Day
- Two days before the first day of the school year program, Professional Development and new school year preparation
- Labor Day
- Fall Conferences
- Wednesday before Thanksgiving closes at 12:00, Professional Development
- Thanksgiving Day and the day after
- Winter Break
- Early Closing at 1:00 pm on New Year's Eve, Professional Development
- Spring Conferences
- Winter Conferences
- One Date in May for Staff Training at the Maryland State Teachers Conference
- Thursday and Friday in June before First Day of Summer Camp, Professional Development & Camp Preparation

If a holiday falls on a Saturday the holiday will be observed on Friday, if the holiday falls on a Sunday, the holiday will be observed on the following Monday.

Dates are subject to change as determined necessary by the school's administration.

Inclement Weather and Emergency Closings

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of our families and staff, while still meeting families' needs for child care. These decisions are based on the weather forecast, road conditions, and the best welfare for our students and staff.

Effective January 2023, if **Frederick County Public Schools are to close or operate on a delay, FCD will automatically have a one (1) hour delay.**

A message will be sent through Procure by 6:00 am confirming opening time. Another message will be sent by 7:00 am if there is to be further delay or if the center needs to close for the day.

Make sure we have your current email address and cell phone number on file. Information is also available on the answering machine via the school's main phone number 301-694-7000. Please check multiple sources as with technology and bad weather some methods may not be available. **Tuition will not be adjusted for weather-related closings or late openings.**

Inclement Weather/Closing Policy

- 1-hour delay: FCD will open at 8:00 am.

If you typically arrive before 8:00 am, the doors will open at 8:00 am for drop off.

- 2-hour delay: FCD will open at 9:00 am, the doors will open at 9:00 am for drop off.

You will be notified if there are to be any further delays or if the center needs to close for the day.